



OFFICE OF STATE ETHICS  
18-20 Trinity Street  
Hartford, CT 06106-1660

### **Affirmative Action Policy Statement**

The Office of State Ethics recognizes the need for affirmative action and pledges its commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve full and fair participation of minorities, women, people with disabilities, older persons, and all the protected groups found to be underutilized in the agency's workforce or affected by policies having adverse impact. This agency will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

Hiring difficulties are experienced by minorities, people with disabilities and by many older persons. Where appropriate, the Office of State Ethics has set program goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce. The agency pledges to affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the agency will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner, and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

The Affirmative Action Plan will not only be a way by which the Office of State Ethics can achieve equal employment opportunity objectives, but will also serve as a mechanism to prevent

and eliminate discrimination. The agency will take additional efforts to recruit, employ, and promote members of groups, which we find should be included.

“Affirmative Action” is positive action, undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of Women, Blacks and Hispanics and other protected groups found to be underutilized in the work force or affected by policies or practices having an adverse impact.

“Equal Employment Opportunity” is the employment of individuals without consideration of race, color, religious creed, age, sex, marital status, national origin, ancestry, mental retardation, physical disability, learning disability, sexual orientation, past or present history of mental disorder or prior conviction of a crime, unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b), of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above groups. Equal Employment Opportunity is the purpose and goal of Affirmative Action under Sections 46a-68-31 through 46a-68-74 of the Regulations of Connecticut State Agencies.

In order to implement affirmative action policies and to achieve equal employment opportunities for legally protected classes, staff has prepared an *Affirmative Action Plan*, which identifies where underutilization of legally protected classes exists. This Plan includes programs, which will eliminate over utilization and underutilization and it incorporates specific actions, goals, objectives, timetables, and a complaint procedure. Additionally, it will provide positive benefits to the Office of State Ethics by utilizing and developing the potential of all current employees. This Plan is an action-oriented document requiring aggressive steps to eradicate any identified discriminatory employment practice or pattern.

Each person involved in the implementation of this Plan has been made aware of his/her responsibilities to integrate this program into the agency’s daily activities. Staff will be held accountable for their own affirmative action performance.

This policy statement will be given annually to all agency employees and will also be posted throughout the agency. Each supplier, union, consultant, and other state agencies with which we do business must comply with all applicable state and federal equal opportunity laws and regulations. The agency will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal antidiscrimination law.

In addition, every good-faith effort will be made to achieve the goals within the timetables set forth in this Plan.

The responsibility to achieve the successful implementation of our goals and objectives rests with both the Executive Director and with the agency's Human Resources Specialist. Cynthia Isales, staff attorney II, is assigned the affirmative action duties of the Office of State Ethics. She will coordinate the efforts of all to ensure that the Plan is carried out. She may be contacted at 18-20 Trinity Street, Hartford, CT 06106. Her telephone number is 860-566-4472 ext. 405.